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Feb 22, 2001

From: Commanding Officer, Facilities Design and Construction Center (Atlantic)

To: LCDR Matthew Ruckert, Team Leader

Subj: FDCC LANT SFCAM TEAM CHARTER

Ref: (a) COMDTINST M11012.0, Shore Facility Standards Manual

1. **Purpose:** The FDCC LANT SFCAM Team will serve as the primary point of contact for the command in support of SFCAM initiatives and various Integrated Planning Team (IPT) efforts. The primary function of the team will be to assist MLCLANT(s) and COMDT(G-SEC) in their development of SFCAM initiatives that impact the AC&I facilities program.

2. **Background:** Of the four primary focus areas for SFCAM: planning, investing, using, and divesting, our focus is centered on maximizing the benefit gained through the investment of scarce AC&I funds into our shore facilities. The current Shore Facility Standards contained in reference (a) were developed during an era of relatively healthy budgets, locally defined requirements, and parochial program interests. These standards can lead to less than optimal, oversized and poorly utilized shore facilities and inflated customer expectations if strictly adhered to during the planning and design stages. Continual refinement of our facility standards will reduce our design efforts, ensure our facilities are maintainable, energy efficient, affordable, adaptable for changing roles, and "right-sized" to meet the mission requirements. These actions will reduce the Total Ownership Cost (TOC) of the facilities we deliver and stretch our limited AC&I investment dollars.

3. **Tasks:** The team shall focus their efforts on the following areas:

Network: The team will establish themselves inside and outside of FDCC LANT as our point of contact for SFCAM through the following actions:

- Set up a library/files that can be accessed and used to support the SFCAM initiatives and provide command staff with resources for professional development.
- Work with MLCLANT(s), networking with IPTs at the CEUs, COMDT (G-SEC), Navy and other DOD agencies in Norfolk to stay abreast of new initiatives, documents, and policy statements.
- Monitor other Headquarters Program Managers and study teams (ex: Project Kimball) activities to anticipate potential shore facility impacts.
- Prepare and present briefs, summaries and monthly reports to the command.
- Make recommendations to the CO for potential involvement in any new initiatives.

Subj: FDCC LANT SFCAM TEAM CHARTER

Facility Standards: Establish standards addressing the development of conceptual planning through final design documents. These standards shall, at a minimum, address configuration management for shore ties (connector types and layout), space allocations/requirements, building systems/components, construction standards, and electronic/security requirements. The standards shall be reviewed and ultimately submitted to Headquarters via the MLC as draft Commandant Instructions for the following:

- Stations Small
- Waterfront
  - Electric Shore Ties
  - Communication Shore Ties
  - Water/Sewer Shore Ties
  - Pier Construction Criteria
    - Mooring Standards
    - Pier Vehicle Loading Standards
    - Vessel physical location/configuration/requirement (i.e., props, thrusters, exhaust, etc.)
- Multi-Mission Stations

Design-Build Process Guide:

- Develop a set of decision criteria for project selection and a standard process for development of a Design-Build solicitation package, design reviews, and subsequent construction phase.
- Provide a system for incorporating lessons learned from previous Design-Build projects.
- Investigate possibility of providing AOR-wide Design-Build Indefinite Delivery Contract for FDCCLANT and for access by others (HQ units, CEUs).

Post Occupancy Evaluation: Establish a standard process for completing POEs with a focus on the Return on Investment. Prepare a draft Commandant Instruction defining the scope, project selection criteria, participation, funding, and reporting requirements for POEs. The standard process shall include documenting lessons learned and adjusting facility standards based on the POE findings.

Customer Design Review: Establish a standard process for completing CDRs. Prepare a draft MLCA(s) Instruction defining the scope, timing, participation, funding, and reporting requirements for CDRs. The standard process shall include documenting lessons learned and adjusting facility standards based on the CDR process.

Subj: FDCC LANT SFCAM TEAM CHARTER

Integrate Shore Facilities Information/Apply Technology:

- Streamline the command's reports to eliminate duplicate data tracking systems and potential conflicts through the use of technology and incorporation of new applications (i.e. CEDS NT, LUFs NT, etc.) into our business practices.
- Determine the most effective means of establishing schedules, tracking progress and reporting information via the Work Progress Report (WPR), Quarterly Status Newsletter, Chief Financial Officer (CFO) Reporting requirements, weekly MLCLANT staff input, biweekly status meetings, budget submissions, etc.
- Expand the use of web enabled reporting to include a library of AC&I project summaries tailored to fulfill the CFO Reporting requirements.
- Develop the standards and process to prepare and make available a "Project Summary Report" via the Internet. At the conclusion of each project, a Summary Report should be prepared to be used by planners and designers for future efforts. The reports should include planning factors, salient features, square footages, special features, costs, photos, floor plans, elevations, sections, etc

4. **Resources:** At least three Full-Time Equivalency (FTE) will be dedicated in support of the SFCAM initiative at FDCC LANT. Two of these FTE will be employees detailed from their normal duties to work full time on the above tasks. The remaining FTE will be from a collateral duty team leader and adjunct members drawn into the team on an as-needed basis. Time spent supporting the SFCAM effort shall be entered into the SNAPSHOT man-hour reporting system.

5. **Roles and Responsibilities:**

Team Leader: Reports directly to the Commanding Officer, FDCC LANT. Responsible for preparing the SFCAM Charter, day-to-day management of the SFCAM team, development of overall delivery schedule/milestones, submission of biweekly progress reports and completing the assigned tasks. Negotiates with Team Managers and Leaders to obtain assistance from other staff members as needed. Coordinates customer/stakeholder involvement and consultant services; enforces standards, formats, deliverables and schedules; reviews drafts and final copies of reports.

Team Member: Develop a clear understanding of the goals and objectives for each task assigned. Collect existing data and documentation pertaining to each assigned task and generate a plan of action for completing the specific task. Participate in team discussions and technical expert/customer/stakeholder interviews to evaluate the resource

11000  
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requirements and complete the task. Develop task component delivery schedules in partnership with the Team Leader to meet the overall task delivery schedules. Provide/obtain technical support to prepare recommendations and draft reports. Ensure compliance with codes/standards, report format, and delivery schedules. Prepare and provide briefings for each draft submittal.

Adjunct Team Member: Provide technical assistance and support as directed by the SFCAM Team Leader.

//s//  
DALE WALKER

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MLCLANT (s)  
CEU Miami  
CEU Cleveland  
CEU Providence